





Bureau of Environmental Cleanup & Brownfields

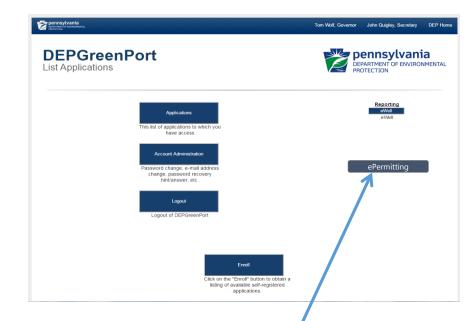
# **ePermitting**

Division of Storage Tanks Online Registration and Fee Payment System

Storage Tank Advisory Committee Meeting June 6, 2017

### **Greenport Login**



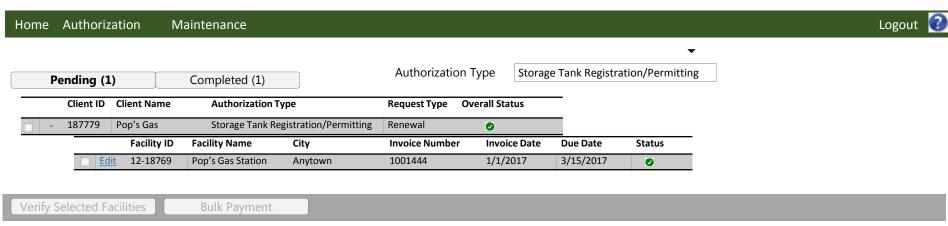


- User browses to the Greenport website
- User logs into Greenport
  - User required to have Greenport account
  - User will need to be given access to ePermitting Legal agreement form will be required.
- User clicks the ePermitting button for access to the application



### ePermitting Dashboard

#### ePermit Dashboard

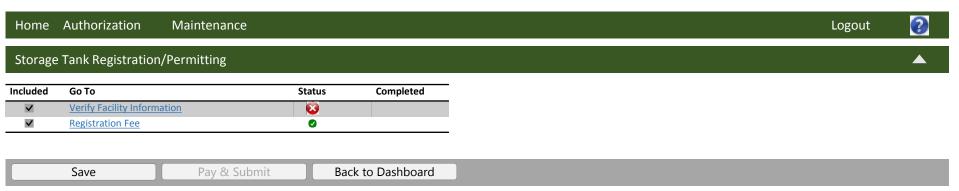


- After successful login, user is directed to Dashboard
- Authorizations will be grouped on tabbed pages by Status.
- Note the "Pending" tab is currently active on this mock-up.
- Tab will only display if there is at least one authorization with that status.
- Bulk Payment button will notify user that any 'red' status items cannot be paid.
- Instructions will be provided on each page.



## Overview Page – Single Facility

#### ePermit Authorization Overview Page - Pop's Gas Station - #12-12345



- The status will show as red if the facility information has not been verified.
- The Pay & Submit button will not be available.



# **Verify Facility Information**

ePermit Module Detail – Verify Facility Information – Pop's Gas Station – #12-12345

Home	Create Authorization	Maintenance		Logout	3
Facility	Information				_
	Facility ID				
	Facility Name				
	Street # and Name				
	Address Line #2				
	City		State Zip code		
Is the ab	ove information accurate?*	Yes ● No ○			
Tank O	wner Information				<b>A</b>
	First Name		Middle Initial Last Name		
	EIN/SSN				
Stre	et # and Name or P.O. Box				
	Address Line #2				
	City		State Zip code		
	Country				

- Invoice will not be able to be paid without verifying the accuracy of facility and ownership information in the DEP database.
- This will assist the DEP in maintaining current, accurate information.

Is the above information accurate? Yes O



# Verify Facility Information - continued

Responsible Official Contact Inform	nation								_
First Name		N	Aiddle Initial		Last Na	ame			
Title									
Contact Firm									
Street # and Name or P.O. Box*									
Address Line #2						•	Contact infor	mation fo	or
City*		Stat	e* <b>▼</b> Zip	code*			corresponder	nce and b	oilling will
Country		▼					be able to be		_
Telephone #		Ex	ĸt.				be able to be	upuateu	by the
Email							user.		
FAX									
Conta	t Name Title	s as listed above?* Ye		e Initial		Last Na	ame		
Street # and Name or P.	F								
Address	-			1					
	City*		State*	▼ Zip code	*				
	Country		<b>▼</b>						
Telep	hone #		Ext.						
	Email								
	FAX								



# Verify Facility Information - continued

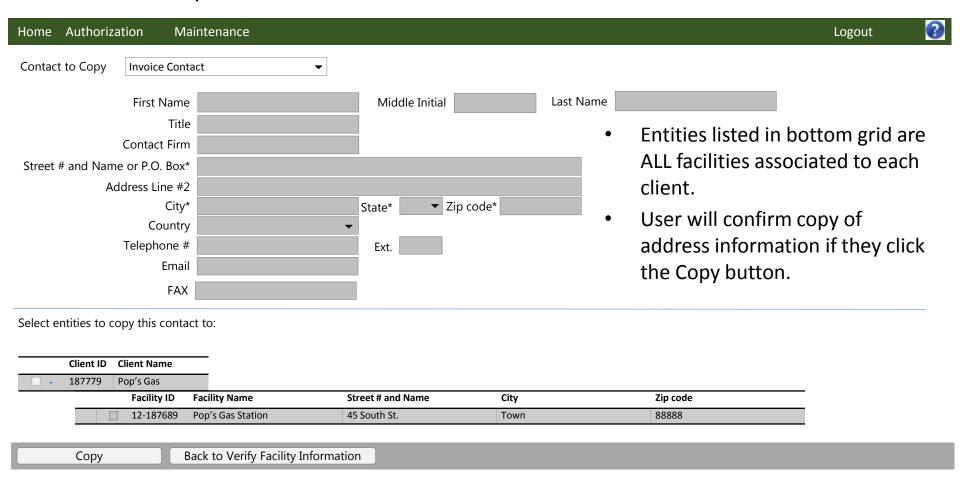
ank Ir	formation					
SEQ#	Tank Status	Permit Status	Capacity	Substance	Invoice Period	Amount
001	С	Issued	10,000	GAS	02/2016 - 02/2017	\$50.00
02	С	Issued	10,000	GAS	02/2016 - 02/2017	\$50.00
003	Т	Issued	10,000	GAS	02/2016 - 02/2017	\$50.00

 The user will be able to use the Mass Contact Update to update contact information for multiple facilities.



### Mass Contact Update

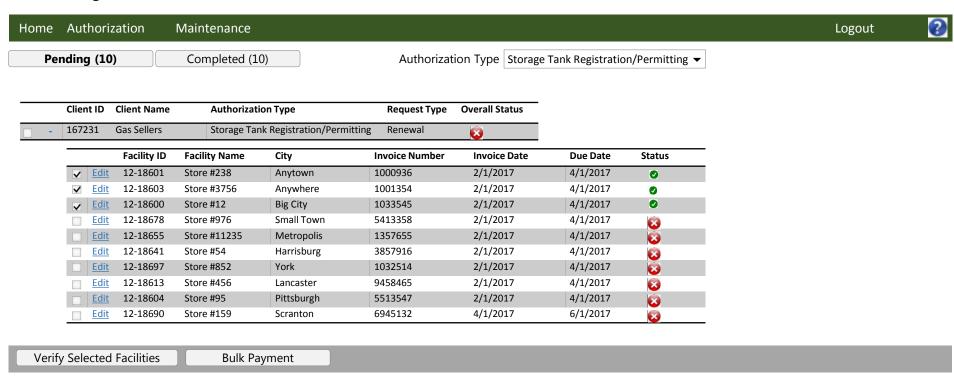
#### ePermit Mass Contact Update





### ePermitting Dashboard

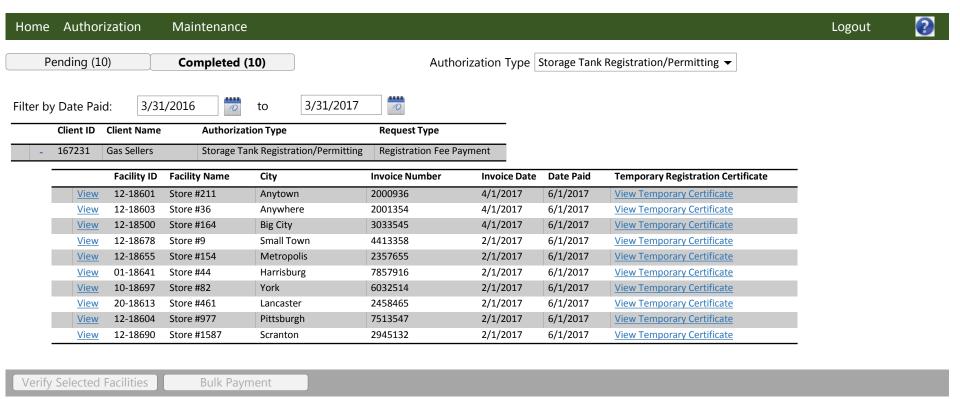
#### ePermitting Dashboard



- Data will be shown oldest to newest by Invoice Date
- Invoices in the DEP database are periodically voided if a newer invoice is generated. The system will take this into account and only display 'active' invoices.



### ePermitting Dashboard



- Temporary certificate will be a snapshot of when user paid and will have an expiration date.
- Data will be shown newest to oldest by Invoice Date.
- Date Paid filter will default to the range of Today's date minus one year.



### Mass Data Verification

#### ePermit Mass Data Verification

Hom	e Auth	norizatio	n M	laintenance								Logout
	Accurate Data?	e Client	Name	EIN/SSN	Street Address	Address Line	#2 City		State	Zipcode Telephone	Ext	Current Amount Due
-		Gas Se	ellers	9839284712	P.O.Box 46		Another		PA	29382		\$6,222.56
	Select All	Accurate Data?	Edit	Facility ID	Facility Name	Address	City	State	Zipcode	Current Amount Due		
	+		<u>Edit</u>	12-18601	Store #238		Another	PA	29382	\$2,022.56		
	+		<u>Edit</u>	12-18623	Store #3756		CityName	PA	21983	\$4,050.00		
	-		<u>Edit</u>	12-18600	Store #12		Anytown	PA	17948	\$ 150.00		
		Respo	nsible Offic	ial Street A	ddress Address L	ine #2	City	State	Zipcode	e Telephone Ext	•	
		Sam Jo	ones	15 Golf	Way		Place	PA	17112			
		Invoice	e Contact	Street A	ddress Address Li	ne #2	City	State	Zipcode	Telephone Ext		
		Jane A	ccountant	12 South	St.		Anywhere	PA	17111			
		SEQ#	Tank Statu	us Permit S	itatus Capacity	Substance	Invoice Period	Amo	unt			
		001	С	Issued	10,000	GAS	02/2016 - 02/2017	\$50.0	00			
		002	С	Issued	10,000	GAS	02/2016 - 02/2017	\$50.0	00			
		003	T	Issued	10,000	GAS	02/2016 - 02/2017	\$50.0	00			

- Client will be expanded by default, but facilities will stay collapsed.
- If facility information is not marked 'accurate', then payment cannot be made.



# ePermitting Advantages

### **Advantages for DEP:**

- Currently processing over 9,000 checks/year by hand this system will automate the process.
- Accuracy of payments payments will need to match the invoiced amount.
- Significant reduction in number of manually generated temporary registration letters due to certificate expiration.

### Advantages for tank owners:

- Instant processing of credit/debit card payment or ACH payment. No need to request a paper check.
- Immediate availability of temporary registration certificate for the facility.
- Ability to update contact information without paper submittal.

#### Future:

- Currently working on next phase, which is the online submittal of registration information.
- Eventually integrate with certified installers/inspectors for certification applications, electronic workflow between tank owners and certified individuals, and online inspection and modification reporting.



### **Contact Information**

Questions or comments?

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